

Please answer all of the following questions.

Step 1. Create a Health and Safety Policy

A company safety policy is a written document that shows an employer's commitment to a safe workplace. A policy is mandatory when there are 5 or more employees.

- 1.1 Is there a written health and safety policy in your workplace?
Yes No Not Sure
- 1.2 Does the employer clearly communicate the health and safety policy to employees?
Yes No Not Sure
- 1.3 Does the employer put the company health and safety policy into action?
Yes No Not Sure
- 1.4 Does the employer have safety rules in place?
Yes No Not Sure

Comments:

Step 2. Know Your Responsibilities

Employers are legally required to maintain a safe work environment. Employees also share a responsibility to act safely in the workplace.

- 2.1 Are your health and safety responsibilities reviewed with you by your manager or employer?
Yes No Not Sure
- 2.2 Do you take steps to make your workplace as safe as possible?
Yes No Not Sure
- 2.3 Do you feel that managers are held accountable for employee health and safety?
Yes No Not Sure
- 2.4 Would you tell your manager or employer if you saw something unsafe in your workplace?
Yes No Not Sure
- 2.5 Do you feel that employee safety is a high priority with management?
Yes No Not Sure

Comments:

Step 3. Establish a Health and Safety Program

A program describes the health and safety work that is done and measured in the workplace. Employers with more than 20 employees are required by law to have a health and safety program in place.

- 3.1 Is there a written health and safety program in your workplace?
Yes No Not Sure
- 3.2 Has the company's health and safety program been reviewed with you?
Yes No Not Sure
- 3.3 Do you feel that the employer has a clear plan for preventing workplace injury and illness?
Yes No Not Sure
- 3.4 Do you feel that other employees work as safely as possible?

Yes No Not Sure

3.5 Do you feel that other employees understand the company's health and safety rules?

Yes No Not Sure

Comments:

Step 4. Create a Joint Occupational Health and Safety Committee or Select a Representative

A Joint Occupational Health and Safety Committee (JOHSC) is a group of employees and managers working together to create a safer workplace. A JOHSC is required by law if 20 or more people are employed in a workplace. A safety representative is required if 5 or more are employed in the workplace.

4.1 Does your workplace have either a health and safety committee or a safety representative?

Yes No Not Sure

4.2 Are the names of your health and safety committee members or safety representative posted?

Yes No Not Sure

4.3 Do you feel workplace health and safety concerns are addressed promptly by the committee or representative?

Yes No Not Sure

4.4 Are the minutes of health and safety meetings easily available to all employees?

Yes No Not Sure

Comments:

Step 5. Control Hazards

Controlling hazards means reducing the possibility of workplace injury or incident by identifying, reporting and then taking immediate steps to control the unsafe situation or hazard.

5.1 Do you feel free to report workplace hazards?

Yes No Not Sure

5.2 Does your manager promptly respond when you report a workplace hazard to him/her?

Yes No Not Sure

5.3 Are health and safety inspections done regularly at your workplace?

Yes No Not Sure

5.4 Does the employer make sure that employees are told about hazards identified in the workplace?

Yes No Not Sure

Comments:

Step 6. Learn from Experience

Investigating why an injury or incident occurred means finding the root causes. Understanding root causes and taking steps to control them is a means to prevent those injuries and incidents from happening again.

- 6.1 If an employee is hurt or something unsafe happens in your workplace, does a manager start an investigation right away?
Yes No Not Sure
- 6.2 Are the results of investigations shared with employees?
Yes No Not Sure
- 6.3 Are measures put into place to prevent that injury or incident from happening again?
Yes No Not Sure
- 6.4 Do you feel that the employer will make sure that those measures work?
Yes No Not Sure

Comments:

Step 7. Leadership and Training

Management demonstrates commitment and shows leadership in health and safety by participating in workplace safety activities and ensuring that employees have the safety information, orientation, and education that they need to work safely.

- 7.1 Do you see your employer or manager involved in workplace health and safety activities?
Yes No Not Sure
- 7.2 Does your manager make sure you do your job safely even when work is very busy?
Yes No Not Sure
- 7.3 Do you have regular conversations about safety with your manager or supervisor?
Yes No Not Sure
- 7.4 Are regular reviews of safety training done with you and your co-workers?
Yes No Not Sure
- 7.5 Do you feel your manager understands your workplace safety needs?
Yes No Not Sure

Comments:

Step 8. Establish a Return-to-Work Program

Preventing injuries is the best outcome for everyone in the workplace. However, if an injury does occur helping an injured worker return to work as soon as safely possible is in everyone's best interest.

A return-to-work program looks at the abilities of the injured worker and how best to get him or her back to the workplace in a safe and timely manner.

- 8.1 Does your workplace have a return-to-work program?
Yes No Not Sure
- 8.2 Do you feel you understand your company's return-to-work process?
Yes No Not Sure
- 8.3 If an employee is injured, is meaningful work found for them while they are recovering?
Yes No Not Sure

Additional Comments: Please refrain from derogatory comments. If you identify a concern, issue, please provide a solution for consideration as well.
